

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**  
**HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE**  
**MEETING NOTES**  
**November 2, 2012**

The Human Resource Directors Advisory Committee convened on November 2, 2012 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Rhonda Wybourn, Northern Illinois University; Celeste Latham, Northern Illinois University; Tammy Carlson, Illinois State University; Collette Homan, Illinois State University; Brenda Dunn, State Universities Retirement System; Jami Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana/Champaign; Robert Crouch, University of Illinois at Chicago; Angela Tippey, Southern Illinois University School of Medicine Springfield; Penny McCarty, Southern Illinois University School of Medicine; Richard Enyard, Eastern Illinois University; Linda Holloway, Eastern Illinois University; Sandy Bowman, Eastern Illinois University; Mark Owens, University of Illinois Springfield; Deb Stone, University of Illinois Urbana/Champaign; Elyne Cole, University of Illinois Urbana/Champaign; Robbie Witt, University of Illinois Urbana/Champaign; Mary Jo Smith, University of Illinois Chicago Medical Center.

The following persons were in attendance via videoconference: Jennifer Watson, Southern Illinois University Carbondale; Melinda Swearingen, University of Illinois College of Medicine Peoria; Jack Croffoot, University of Illinois College of Medicine Rockford; Brett Ruiz, University of Illinois College of Medicine Rockford; Diane Sayers, Western Illinois University; Pam Bowman, Western Illinois University; Stuart Clausen, Western Illinois University. The following person was in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

## **1) Review and Discussion of Proposed Rule Changes**

### ***a) Records Retention - Section 250.50(h)***

In accordance with other statewide statutory guidelines, the University System has adopted a formal records retention policy. Specific administrative rules and procedures must be modified to match those record retention requirements. Accordingly, the Committee was provided a copy of a proposed rule change in this respect. This rule change proposal was published in the Illinois Register on September 28, 2012 to begin the First Notice Period. At the November meeting, the Merit Board will be asked to approve the proposed rule change for submission to JCAR for their review and the initiation of the Second Notice Period.

### ***b) Exemptions - Section 250.30***

An amended version of this rule change proposal was provided. This version incorporated some suggestions provided by the JCAR staff. This version is intended to provide a more direct link to related procedural guidelines and shift the exemption authority to the System office. Discussion of this amended version centered around the proposed exemption authority change.

## **2) Update on new Demonstration Project ('Rule of Three')**

This new demonstration project was approved by the Merit Board at their May 16, 2012 meeting. Employers were required to submit a formal notice of participation. Participants are required to submit regular quarterly reports of employment activity. Specific guidelines required of participants in this project were once again reviewed. A list of participants was provided.

## **3) Implementation/Impact of SURS Legislation (Return to Work Limitations for Annuitants)**

The Committee reviewed PA 97-0968 which established guidelines and employment limitations on annuitants under SURS. There was discussion regarding the implementation of this new law scheduled to take effect in August 2013. Specifically, there appears to be a conflict with civil service regulations in this respect. An impact analysis and review of the issue was provided by the System office and University of Illinois Administration. There have been discussions with SURS about a possible remedy through a trailer bill. Further discussions with SURS and legislative staff are scheduled and the Committee will be updated at a later date.

## **4) Other University System Office Activities**

The Committee was updated on various University System Office activities including:

- ***Class Plan Update***

The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.

- *Budget Update*  
The Committee was informed of the current agency budget status and some of the legislative activities in this respect.
- *Audit Schedule*  
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Legal Update*  
The Committee was updated on the status of various discharge cases.

#### 5) **Meeting Schedule**

The Committee was provided a schedule of 2013 meeting dates as follows:

- Friday, January 18, 2013
- Friday, May 3, 2013
- Friday, August 2, 2013
- Friday, November 1, 2013